

Message

From: Berkoff, Michael [berkoff.michael@epa.gov]
Sent: 3/6/2013 6:11:59 PM
To: Saric, James [saric.james@epa.gov]
Subject: RE: Preparation for meeting with Kalamazoo

I will tomorrow when I get in.

From: Saric, James
Sent: Wednesday, March 06, 2013 11:09 AM
To: Berkoff, Michael
Subject: RE: Preparation for meeting with Kalamazoo

Can you reserve a car?

From: Berkoff, Michael
Sent: Tuesday, March 05, 2013 7:54 PM
To: Frey, Rebecca; Saric, James; Carlson, Janet; Tanaka, Joan
Subject: RE: Preparation for meeting with Kalamazoo

All
 Given everyone's availability, it looks like Tuesday is the day that we should head to Kalamazoo to meet with the mayor. I am going to ask Bruce to schedule us from 1-3 (in case we run long).
 Thanks,
 Michael

From: Frey, Rebecca
Sent: Tuesday, March 05, 2013 11:03 AM
To: Saric, James; Carlson, Janet; Berkoff, Michael; Tanaka, Joan
Subject: RE: Preparation for meeting with Kalamazoo

I'm available most days next week – the only exception is that I have a doctor's appointment on Monday morning that was very hard to schedule. My appointment is downtown, at Northwestern, at 9:15a, so should be done by 10:15 or 10:30a. I could hustle back to the office and we could leave by 11a, getting us to K'Zoo in time for a 3p eastern meeting. All other days are ok with me.

Becky Frey
 Chief, Remedial Response Section #3
 Superfund Division
 EPA Region 5
 312-886-4760
frey.rebecca@epa.gov

From: Saric, James
Sent: Tuesday, March 05, 2013 8:54 AM
To: Carlson, Janet; Berkoff, Michael; Tanaka, Joan; Frey, Rebecca
Subject: RE: Preparation for meeting with Kalamazoo

I am available Monday through Thursday of next week.

I imagine we want to be able to do this on the same day travel. You have to allow 3 hours for travel time to K-zoo. If we leave at 7 am central that doesn't put us in K-zoo until 11 am eastern. So a meeting time of 1 pm may be

best. Therefore, Monday or Tuesday is the best fit. We could do Thursday, but the Mayor only has one hour, and although I am not sure if we will need more time, but if we did, I would hate to have our time cut short.

Jim

From: Carlson, Janet
Sent: Tuesday, March 05, 2013 8:41 AM
To: Berkoff, Michael; Tanaka, Joan; Saric, James; Frey, Rebecca
Subject: RE: Preparation for meeting with Kalamazoo

I am available on all days except Wednesday, march 13.

From: Berkoff, Michael
Sent: Tuesday, March 05, 2013 8:38 AM
To: Carlson, Janet; Tanaka, Joan; Saric, James; Frey, Rebecca
Subject: RE: Preparation for meeting with Kalamazoo

All,

These are the Mayor's available times next week. Please let me know if any of them work for you. I have also asked for times the following week in case these are not good for all of us. Monday or Tuesday would be our best times. I am going to try and reschedule our premeeting for this Thursday.

The week of March 11th, the Mayor's availability are:

- Mon, March 11 – 3 to 5
- Tue, March 12 – Anytime
- Wed, March 13 – 8 to Noon
- Thu, March 14 – 8 to 9:30 and 1 to 2
- Fri, March 15 – 2:30 to 5

Thank you,
Michael

From: Berkoff, Michael
Sent: Tuesday, March 05, 2013 8:10 AM
To: Carlson, Janet; Muhtsun, Ruth; Tanaka, Joan; Saric, James; Frey, Rebecca
Subject: RE: Preparation for meeting with Kalamazoo

All,

I need to reschedule the meeting. My nanny canceled, and I am home with my son. Sorry about that. I will look to find a time for us later this week, hopefully Thursday.

Thank you,
Michael

From: Carlson, Janet
Sent: Tuesday, March 05, 2013 8:06 AM
To: Berkoff, Michael; Muhtsun, Ruth; Tanaka, Joan; Saric, James; Frey, Rebecca
Subject: RE: Preparation for meeting with Kalamazoo

I am in the office today --- are the "office" folks meeting in Joan's office?

Thanks
Jan

From: Berkoff, Michael

Sent: Monday, March 04, 2013 4:26 PM

To: Muhtsun, Ruth; Tanaka, Joan; Saric, James; Frey, Rebecca; Carlson, Janet

Subject: RE: Preparation for meeting with Kalamazoo

Ruth,

Thank you for taking care of this. I appreciate you taking the initiative to do so.

Michael

From: Muhtsun, Ruth

Sent: Monday, March 04, 2013 4:23 PM

To: Tanaka, Joan; Berkoff, Michael; Saric, James; Frey, Rebecca; Carlson, Janet

Subject: RE: Preparation for meeting with Kalamazoo

Joan,

All three lines are reserved for the date and time noted below. I was able to get a hold a free line that is available for this instance. The info is:

Dial-in number: (877) 226-9607

Conference Code: 7334889360

Leader PIN: 1908

From: Tanaka, Joan

Sent: Monday, March 04, 2013 4:06 PM

To: Berkoff, Michael; Saric, James; Frey, Rebecca; Carlson, Janet

Cc: Muhtsun, Ruth

Subject: RE: Preparation for meeting with Kalamazoo

Michael,

Becky is working at home tomorrow, and others may as well due to potential snow storm. Can you please set up a conference line for our call tomorrow? Thanks.

-----Original Appointment-----

From: Berkoff, Michael

Sent: Thursday, February 21, 2013 5:23 PM

To: Berkoff, Michael; Saric, James; Frey, Rebecca; Tanaka, Joan; Carlson, Janet

Subject: Preparartion for meeting with Kalamazoo

When: Tuesday, March 05, 2013 1:30 PM-2:30 PM (UTC-06:00) Central Time (US & Canada).

Where: Joan's office